

Our Ref: APR/lt/year 7

2nd May 2017

Dear Parent/Carer

Year 7 Parent Consultation Evening

I am writing to invite you to your child's consultation evening on **Thursday, 11th May 2017**. The evening will run from **4.00pm to 7.30pm**. Our online system is now up and running so that you can book your 5 minute teacher appointments. This has the advantages of managing your own evening, raising discussion points in advance and a new 'auto-booking' feature you can use to make bookings with all your chosen teachers quickly and easily.

This is such an important year for your child and I hope you are able to attend in order to discuss your child's achievement and progress, as well as ways to support them at home with their revision.

To book your appointments please go to:

<https://parents-booking.co.uk/chalkhills>

To log in you will need:

Your surname

Your child's legal first name and legal surname

Your child's date of birth (in the format DD/MM/YYYY)

Your child's PL group code (e.g. 7A1)

The system is already live and is open to take your bookings.

If you are unable to book using this system, please call or drop into our reception and a member of staff will be happy to help you.

Yours faithfully



Mr A Porter
Assistant Principal

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Troubleshooting Tips - Please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record.
- The child's date of birth has to be entered in exactly the right format i.e. using four digits for the year of birth - 07/05/2005
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children.
- As stated in the letter, if you are unable to access the online booking system or are otherwise unable to make an appointment then please call Chalk Hills Academy reception on 01582 884 100.